

**Treasury Documentation****Subject:** Military Service Credit**For:** EMPLOYEE HANDBOOK**Also See:**

<b>Identification</b>	ET-03111
	Policy
<b>Effective Date</b>	6-1-2006
<b>Replaces</b>	ET-03111 (4-1-2003)

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Employees with prior military service are allowed to claim credit for State service for up to five years of honorable service in the armed forces of the United States. Such credit is solely for the purpose of additional annual leave accrual and longevity compensation.

New employees with prior military service are required to complete form 1895 MILITARY SERVICE CREDIT NOTICE AND CLAIM indicating whether or not they wish to claim State service credit for time served in the military. An employee claiming credit must attach required documentation of his or her military service to the 1895 and return it to the Human Resources (HR) Division no later than the first 720 hours of employment. If 1895 is submitted after the first 720 hours of employment, prior service credit will be credited to employee's record effective with the pay period in which HR was notified but will not be credited retroactively to the effective date of the employee's appointment.

The months and days of military service for which an employee may claim State Service credit are based on the documented period of active military duty.

**End**